

December 15, 2000

**MEMORANDUM FOR:** Program Office Resource Managers

**FROM:** Howard G. Borgstrom  
Working Capital Fund Manager

**SUBJECT:** November Working Capital Fund Billing

This memorandum transmits the November, 2000, charges to your program for the Working Capital Fund. A copy of this billing has been forwarded to the Chief Financial Officer for entering into DISCAS and FIS.

Also attached is a "notional" bill for the Information Technology Business Lines that were proposed for addition to the fund in FY 2002. Although the Working Capital Fund no longer intends to seek these changes in FY 2002 budget, the Board has accepted a recommendation to continue "notional" billing. This bill is for information only and is not being forwarded to the Chief Financial Officer for entering into DISCAS and reporting in MARS. Monthly charges for proposed Networking and Corporate IT Services are indicated by program organization. Proposed Telephone Services are not available this month and should be included in the December bill. Annual charges for the proposed services are also attached.

**FY 2001/2002 Budget Guidance**

By memorandum dated December 14, 2000, we issued updated guideline estimates for FY 2002 Congressional Budget, which included revised estimates for FY 2001. In addition, FY 2000 actual costs are good indicators for FY2001 activities. This may not be true for Building Occupancy, Desktop Support, and Payroll Processing estimates that could vary from FY 2000 actual expenses due to revised rate structures or renegotiated annual Service Agreements.

Other factors, known only to the program, may also impact your consumption of WCF goods and services. In making resource allocations for your program, you may wish to adjust our estimates as necessary to account for planned changes in staffing levels, anticipated increases or decreases in usage levels, potential organizational realignments, and any other factors that you feel are appropriate and relevant.

## **FY 2000 Cost and Payment Analysis with Annual Projections**

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures. Estimated projections of annual FY 2001 costs, as shown in Tables III, IV, V (attached), are derived using the most reliable of the following methods:

- (1) A straight-line annualization of actual costs incurred year-to-date (Supplies, Mail Usage, Photocopy, Printing, Standard Building Occupancy, Telephone Line Charges, Desktop, Networking);
- (2) Actual full year costs billed, where no further billing is expected (Payroll, Building Alterations, Mail Distribution, Telephone Usage, Executive Information Service);
- (3) Revised FY 2001 budget estimates (as reflected in the FY 2002 Congressional Budget), where a straight-line methodology may not produce a representative total estimate due to the uneven manner in which costs are expected to be incurred (Contract Closeout).

**Table I** Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.

**Table II** Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.

**Table III** Shows the most current projection of annual costs for each customer and business line. The source of these projections varies according to business line as described above.

**Table IV** Compares annualized cost projections (from Table III) to revised FY 2001 estimates provided with the FY 2002 Congressional Budget guidance and to payments authorized year-to-date.

In making resource allocations for your program, you may wish to adjust our estimates as necessary to account for planned changes in staffing levels, anticipated increases or decreases in usage levels, and any other factors that you feel are appropriate and relevant.

### **November Charges Per Business Line**

**Supplies** - The enclosed bill reflects actual usage of supplies for the month of November both as purchased through the various Supply Stores and as ordered through Requisition.

**Mail Services** - Charges for outgoing metered mail and special handling charges incurred during November are included.

**Photocopying** - This bill reflects charges for actual November usage only. Per copy rates for

central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2000; 1.5 cents for dedicated copies; 50.0 cents for color copies.

**Printing and Graphics** - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during November. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2000.

**Building Occupancy** - This bill includes charges for non-standard space alterations, additional rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to November 25.

**Telephones** - The November bill indicates the difference that results from the reversal of accruals billed last August and actual usage costs for September. For most programs this should represent small charges or credits for November. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

**Desktop** - The enclosed Desktop bill incorporates time and materials charges for service actually used during November. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

**Network** - November charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. Charges for DOENet are charged to the Lead Program Secretarial Office based upon actual on-board staffing at the beginning of FY 2001 at the rate of one-twelfth the annual cost.

**Payroll Processing** - Charges for the full **annual** amount assessed to your organization for FY 2001 were included with the October bill. These charges were based upon **actual** on-board staffing as of the first pay period in FY 2001.

**Executive Information Service** - This business line has been discontinued.

### **WCF Information Sources, Working Capital Fund Web Page**

The updated Fourth edition of the WCF Guide to Services, Policies and Procedures is available. To get hard-bound copies contact Bob Emond (6-2354) or Roscoe Harris (6-5527). An electronic version is available on the Working Capital Fund Web Page. Information available on the Web Page includes:

- o FY 2002/FY 2001 Budget Projections
- o The monthly summary billing tables (I-V) with accompanying transmittal memo;
- o Announcements of upcoming Board meetings and Board meeting minutes;
- o The latest edition of the WCF Guide;
- o Quarterly Financial Status Reviews
- o An explanatory Overview and historical background of the Fund.

The Web Page address is: <http://www.hr.doe.gov/wcf>

Please contact Ingrid Robinson (6-5567) if you have questions or comments.

**Billing Inquiries**

To deal with specific billing issues, we recommend that you contact the following individuals:

<b>BUSINESS LINE</b>	<b>BILLING CONTACT</b>	<b>TELEPHONE</b>
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	586-3611
Information Management: Telephones Desktop Services Networking	Pete Grah Ann Warnick	(301) 903-4653 (301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 426-0100
Payroll Processing	Jean Morgan	(301) 903-5858
Executive Information Svcs.	Miriam Kurtyka	(301) 903-2970
Billing Process and Policies	Bob Emond	586-2354
	Roscoe Harris	586-5527
IT Notional Bill	Peter Richards	(301) 903-1953

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

cc: Working Capital Fund Board  
Attachments

**ADDRESS LIST FOR WCF BILLING**

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	B. Van Doren	
BPA	W. Marlowe	R. Seifert
CFO	R. Fulwood	
CI/PA	L. I. Brown	
CN	D. Drucker	
DP	R. Greenberg	
ED	L. Rudnick	
EE	F. Glatstein	
EH	G. Judge	L. Gasperow
EIA	N. Burnette	
EM	E. Bronstein	D. Hawkins
FE	C. Roy	
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Gibson	B. Schrum
IN	L. Cain	
MA/AB/QM/S	H. Borgstrom	
MD	K. Brown	
NE	J. Stamos	L. Soo Hoo
NN	T. Ryder	J. Crogan
NR	D. Griffith (Crystal City)	
OA	L. Gasperow	
PC	C. O'Gwin	
PML	M. Livingston	
PO/IA	L. Whitted	C. Jagessar
RW	L. Barrett	J. Ross
SC	M. Vallette	J. Venneri
SO	N. Holmes	N. McNulty
WT	G. King	M. Mescher

**WCF BOARD MEMBERS**

CFO	M. Telson	IN	L. Sanchez
DP	M. Creedon	MA	D. Klaus
EE	D. Reicher	NE	W. Magwood
EH	D. Michaels	NN	K. Baker
EI	M. Mazur	PO	M. Kenderdine
EM	C. Huntoon	SC	J. Decker
FE	R. Kripowicz	SO	E. Habiger
GC	M. Sullivan		

**Summary of Current Month Bill - November, 2000  
(WHOLE DOLLARS)**

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	621	611	0	611	130	226	356	402	0	0	0
BCA	0	4	0	4	23	0	23	0	0	0	0
BPA	460	13	0	13	0	212	212	231	0	0	0
CI	766	666	0	666	467	765	1,233	410	0	0	0
CN	1,981	855	0	855	2,186	1,687	3,874	1,575	0	0	0
CR	11,386	1,397	0	1,397	3,018	2,603	5,622	1,579	0	2,955	2,955
DP	21,441	493	0	493	1,976	3,107	5,084	1,957	0	8,354	8,354
ED	1,705	418	0	418	727	3,452	4,179	2,240	0	0	0
EE	20,460	39,025	0	39,025	2,147	13,048	15,195	7,328	0	2,295	2,295
EH	10,571	2,191	0	2,191	4,706	1,837	6,543	2,164	0	0	0
EIA	13,341	6,049	0	6,049	876	7,689	8,566	62,188	0	1,125	1,125
EM	17,185	4,489	0	4,489	16,551	3,877	20,428	13,115	0	5,505	5,505
FE	8,288	1,996	0	1,996	3,229	4,920	8,149	11,370	0	35	35
GC	3,374	291	0	291	1,433	931	2,364	5,932	0	908	908
HG	1,092	239	0	239	749	9	758	5,701	0	0	0
IA	3,753	422	0	422	762	626	1,389	688	0	1,085	1,085
IG	2,381	801	0	801	774	2,168	2,942	2,398	0	0	0
IN	709	449	0	449	2,517	3	2,520	201	0	0	0
MA	33,878	10,704	0	10,704	26,184	27,755	53,939	78,269	0	1,624	1,624
MD	0	0	0	0	0	0	0	0	0	0	0
NE	3,453	542	0	542	4,303	3,174	7,476	2,591	0	0	0
NN	5,671	1,138	0	1,138	7,800	3,601	11,401	2,573	0	565	565
NR	234	0	0	0	0	40	40	0	0	0	0
OA	1,648	794	0	794	892	510	1,401	0	0	0	0
PA	537	333	0	333	3,026	9,463	12,489	2,119	0	0	0
PC	511	4	0	4	161	126	287	12	0	0	0
PO	1,667	2,249	0	2,249	831	242	1,073	10,005	0	120	120
RW	491	112	0	112	683	418	1,101	654	0	60	60
S	1,089	68	0	68	528	0	528	4,686	0	0	0
SC	13,039	3,777	0	3,777	1,285	3,654	4,939	6,352	0	30	30
SO	27,038	4,830	0	4,830	4,761	4,808	9,569	11,562	0	55,566	55,566
WAPA	329	5	0	5	0	60	60	4,525	0	0	0
WT	750	10	0	10	442	106	548	174	0	200	200
NNSA	27,346	1,631	0	1,631	9,776	6,748	16,524	4,530	0	8,919	8,919
Bus. Line	599	0	0	0	0	715	715	1,231	0	0	0
<b>TOTAL</b>	<b>210,446</b>	<b>84,975</b>	<b>0</b>	<b>84,975</b>	<b>93,168</b>	<b>101,835</b>	<b>195,003</b>	<b>244,232</b>	<b>0</b>	<b>80,427</b>	<b>80,427</b>

Note: 'NNSA= NN, MD, NR and DP  
DP costs includes NA-1 charges

**Summary of Current Month Bill - November, 2000  
(WHOLE DOLLARS)**

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRASTRUCTURE	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	INDIRECT FUND ADMINISTRATION	TOTAL NOVEMBER
AB	16	717	733	62	547	0	0	0	3,331
BCA	-8	528	521	166	32	0	0	0	747
BPA	-13	944	930	0	32	0	0	0	1,878
CI	-351	3,095	2,744	836	1,222	0	0	0	7,876
CN	147	5,699	5,846	747	1,190	0	0	0	16,067
CR	27	19,776	19,803	4,408	14,568	960	0	0	62,678
DP	-13	30,532	30,519	4,322	27,465	5,400	0	0	105,034
ED	12	3,548	3,560	571	2,412	2,400	0	0	17,485
EE	-985	31,249	30,263	8,317	23,927	640	0	0	147,451
EH	-811	22,908	22,098	4,246	19,457	5,440	0	0	72,710
EIA	-1,253	32,230	30,977	970	129	1,440	0	0	124,785
EM	293	38,910	39,203	8,251	29,073	0	0	0	137,249
FE	-315	17,209	16,894	9,831	11,803	25,040	0	0	93,406
GC	275	12,605	12,881	1,905	7,815	0	0	0	35,470
HG	-30	2,831	2,801	438	2,058	0	0	0	13,087
IA	1,494	5,661	7,155	248	3,924	0	0	0	18,663
IG	-623	7,737	7,114	2,161	7,525	320	0	0	25,642
IN	36	3,849	3,885	1,539	0	0	0	0	9,303
MA	-2,409	59,931	57,523	16,237	43,866	20,800	0	0	316,840
MD	0	0	0	0	0	0	0	0	0
NE	356	10,756	11,112	1,806	7,043	4,960	0	0	38,983
NN	6,349	22,493	28,843	7,824	9,519	15,240	0	0	82,774
NR	-164	7,623	7,459	0	0	0	0	0	7,733
OA	-312	2,944	2,632	130	1,479	0	0	0	8,085
PA	274	2,981	3,256	936	1,351	0	0	0	21,020
PC	-163	415	252	349	611	0	0	0	2,027
PO	1,302	3,057	4,359	1,682	2,316	1,920	0	0	25,391
RW	300	7,435	7,735	2,402	9,198	0	0	0	21,753
S	6	4,831	4,837	987	1,833	0	0	0	14,027
SC	280	25,550	25,830	4,717	23,220	0	0	0	81,904
SO	-609	64,498	63,888	18,248	27,851	2,640	0	0	221,192
WAPA	-95	642	547	0	32	0	0	0	5,498
WT	-13	2,000	1,988	389	1,447	240	0	0	5,745
NNSA	6,172	60,648	66,821	12,146	36,984	20,640	0	0	195,540
Bus. Line	0	0	0	0	0	0	0	0	2,545
<b>TOTAL</b>	<b>3,002</b>	<b>455,182</b>	<b>458,184</b>	<b>104,723</b>	<b>282,944</b>	<b>87,440</b>	<b>0</b>	<b>0</b>	<b>1,748,375</b>



**Summary of Year-To-Date Billing Thru November, 2000**  
(Thousands)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	1,216	824	9,500	10,324	396	1,115	1,512	2,557	30,643	0	30,643
BCA	4	22	0	22	43	0	43	0	50,803	0	50,803
BPA	643	33	9,500	9,533	0	256	256	5,281	22,273	20	22,293
CI	2,343	1,255	19,000	20,255	1,920	2,768	4,687	3,820	115,885	0	115,885
CN	3,319	1,730	9,500	11,230	3,761	3,469	7,231	3,150	141,463	0	141,463
CR	19,571	2,766	57,000	59,766	6,085	6,240	12,326	33,084	407,900	3,235	411,135
DP	34,362	1,226	19,000	20,226	3,677	12,717	16,394	4,607	747,248	304,487	1,051,735
ED	3,284	686	38,000	38,686	1,399	5,148	6,547	4,480	100,603	0	100,603
EE	36,009	45,266	9,500	54,766	4,270	50,899	55,169	52,772	857,213	3,854	861,066
EH	23,677	3,297	28,500	31,797	10,603	4,615	15,218	21,056	737,985	220	738,205
EIA	27,635	10,738	76,000	86,738	1,392	14,960	16,352	106,214	1,187,210	1,245	1,188,455
EM	35,825	5,388	38,000	43,388	33,875	10,162	44,036	25,951	1,104,965	5,555	1,110,520
FE	14,293	3,463	19,000	22,463	9,747	7,153	16,900	66,693	409,435	110	409,545
GC	6,731	471	23,750	24,221	2,970	1,988	4,957	7,735	475,693	1,303	476,996
HG	1,919	459	9,500	9,959	1,972	17	1,989	9,090	186,673	0	186,673
IA	8,384	472	14,250	14,722	1,431	1,860	3,292	1,500	151,440	1,085	152,525
IG	4,588	2,356	19,000	21,356	1,092	5,063	6,155	5,279	277,800	0	277,800
IN	2,221	671	9,500	10,171	4,129	13	4,142	402	214,493	525	215,018
MA	58,328	17,986	223,250	241,236	40,541	50,416	90,957	112,247	1,959,803	112,209	2,072,012
MD	0	0	0	0	0	0	0	0	0	0	0
NE	7,027	871	29,500	30,371	8,557	6,177	14,735	5,797	229,838	0	229,838
NN	10,130	1,854	19,000	20,854	14,749	9,052	23,802	6,478	602,560	565	603,125
NR	462	0	0	0	0	124	124	20	115,055	0	115,055
OA	3,738	1,925	9,500	11,425	1,289	2,697	3,986	0	62,115	0	62,115
PA	4,205	709	28,500	29,209	6,321	26,446	32,767	21,820	87,748	0	87,748
PC	818	5	9,500	9,505	317	170	487	24	28,215	0	28,215
PO	3,138	2,305	14,250	16,555	1,660	5,583	7,243	31,446	108,173	195	108,368
RW	1,113	232	9,500	9,732	1,599	1,704	3,304	1,285	213,705	60	213,765
S	2,117	124	9,500	9,624	709	358	1,067	8,372	149,383	0	149,383
SC	28,233	8,687	19,000	27,687	2,509	8,163	10,671	16,186	459,058	30	459,088
SO	59,919	11,809	114,000	125,809	8,788	14,949	23,736	20,508	1,700,823	57,996	1,758,818
WAPA	377	12	9,500	9,512	0	60	60	5,155	23,720	0	23,720
WT	963	19	9,500	9,519	889	107	996	370	59,950	200	60,150
NNSA	44,955	3,080	38,000	41,080	18,427	21,893	40,320	11,105	1,464,863	305,052	1,769,915
Bus. Line	1,752	0	0	0	0	715	715	1,643	0	0	0
TOTAL	408,343	127,661	913,000	1,040,661	176,690	255,166	431,856	585,022	13,019,863	492,894	13,512,756

**Summary of Year-To-Date Billing Thru November, 2000  
(THOUSANDS)**

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRASTRUCTURE	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	INDIRECT FUND ADMINISTRATION	TOTAL BILLING YEAR- TO-DATE
AB	36	1,474	1,510	123	1,252	0	1,855	0	50,991
BCA	-23	1,058	1,035	332	176	0	1,325	0	53,740
BPA	-38	1,890	1,851	0	64	0	0	0	39,922
CI	-769	6,539	5,770	2,017	3,275	0	9,806	0	167,858
CN	303	11,376	11,679	1,081	2,809	240	5,035	0	187,235
CR	138	38,928	39,066	7,962	33,533	1,920	56,448	0	674,811
DP	264	60,509	60,773	9,714	96,864	5,400	513,863	0	1,813,937
ED	58	7,295	7,353	1,093	5,695	3,600	10,601	0	181,941
EE	-1,247	62,513	61,266	19,029	59,745	1,600	141,518	0	1,342,940
EH	1,264	45,883	47,147	8,118	45,385	10,400	77,384	0	1,018,388
EIA	-1,375	64,554	63,179	1,970	8,582	2,640	98,851	0	1,600,616
EM	54	78,085	78,139	19,213	106,250	4,560	558,652	0	2,026,534
FE	-371	34,545	34,173	19,755	44,901	50,160	252,294	0	931,178
GC	184	25,209	25,394	3,980	19,190	960	41,872	0	612,035
HG	-76	5,669	5,593	876	4,995	0	10,336	0	231,431
IA	1,765	11,339	13,104	953	9,345	0	16,431	0	220,255
IG	-1,160	15,496	14,336	5,110	21,198	320	72,614	0	428,755
IN	158	7,710	7,868	3,078	915	320	10,866	0	255,000
MA	-2,230	120,113	117,883	31,344	98,848	49,280	130,122	0	3,002,256
MD	0	0	0	0	0	0	0	0	0
NE	212	21,543	21,755	3,677	16,947	4,960	28,622	0	363,727
NN	7,686	45,014	52,700	20,987	22,238	16,040	41,342	0	817,696
NR	-13	15,269	15,257	0	4,106	0	48,763	0	183,787
OA	-607	5,934	5,327	260	3,902	0	11,131	0	101,884
PA	359	5,972	6,331	1,774	3,421	0	8,480	0	195,755
PC	-335	831	496	488	1,337	0	1,325	0	42,695
PO	1,851	6,123	7,974	3,592	5,559	1,920	11,661	0	197,455
RW	206	14,891	15,097	4,679	22,130	0	44,257	0	315,362
S	44	9,638	9,682	1,380	4,343	0	7,950	0	193,918
SC	972	51,023	51,995	13,042	80,147	0	399,113	0	1,086,161
SO	-97	128,502	128,405	33,828	62,953	10,440	85,070	0	2,309,486
WAPA	-184	1,285	1,101	0	33,649	0	398,848	0	472,422
WT	-14	4,120	4,106	1,472	3,402	240	5,565	0	86,783
NNSA	7,938	120,792	128,729	30,701	123,209	21,440	603,968	0	2,815,421
Bus. Line	0	0	0	0	0	0	0	0	4,110
<b>TOTAL</b>	<b>7,016</b>	<b>910,328</b>	<b>917,345</b>	<b>220,924</b>	<b>827,158</b>	<b>165,000</b>	<b>3,102,000</b>	<b>0</b>	<b>21,211,066</b>

**Annualized Costs as of November, 2000**  
Thousands

Table III

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	INDIRECT FUND ADMIN.	TOTAL ANNUALIZED
AB	5	13	11	31	130	10	1	8	0	1		210
BCA	1	0	1	6	215	7	3	0	0	1	0	235
BPA	4	10	2	32	94	14	0	0	0	0		155
CI	20	26	27	9	490	58	16	26	0	10	0	683
CN	31	16	19	39	598	55	4	15	2	5	0	784
CR	105	75	106	170	1,707	259	71	210	6	56	0	2,765
DP	237	28	130	122	3,081	452	67	768	60	514	0	5,459
ED	29	42	47	39	425	50	5	34	24	11	0	705
EE	238	140	177	305	3,624	491	113	404	146	142	0	5,779
EH	157	46	116	83	3,199	359	57	335	65	77	0	4,494
EIA	190	202	193	730	5,020	576	5	102	57	99	0	7,174
EM	248	62	274	154	4,775	617	121	960	42	559	0	7,812
FE	122	39	107	140	1,730	263	132	397	36	252	0	3,218
GC	63	27	33	163	2,013	182	35	138	7	42	0	2,702
HG	13	18	10	109	790	41	8	38	0	10	0	1,038
IA	47	29	18	8	656	84	13	59	0	16	0	930
IG	41	37	29	56	1,174	152	44	158	2	73	0	1,766
IN	20	14	27	4	907	54	19	10	2	11	0	1,069
MA	368	367	370	498	8,197	887	165	635	106	130	0	11,723
NE	44	39	57	59	968	147	30	125	26	29	0	1,525
NN	95	42	138	148	2,491	299	87	130	17	41	0	3,488
NR	6	0	0	16	487	132	0	52	0	49	0	742
OA	22	13	29	23	261	36	2	24	0	11	0	420
PA	32	35	218	86	371	46	16	25	0	8	0	837
PC	3	10	4	2	119	7	0	9	0	1	0	154
PO	19	20	17	34	453	47	24	36	22	12	0	684
RW	26	11	23	55	903	136	30	153	12	44	0	1,394
S	20	14	21	58	632	72	9	29	0	8	0	863
SC	202	81	86	123	1,933	374	65	692	6	400	0	3,962
SO	341	152	115	125	7,277	966	284	386	32	85	0	9,763
WAPA	2	10	0	52	100	10	0	402	0	400	0	976
WT	9	16	14	6	262	34	8	23	7	6	0	386
NNSA	338	70	269	286	6,059	882	154	950	77	604	0	9,689
Bus. Line	0	0	0	0	0	0	0		0	0	0	0
TOTAL	2,759	1,634	2,420	3,485	55,082	6,914	1,434	6,385	677	3,102	0	83,893

Note: 'NNSA= NN, MD, NR and DP  
DP costs includes NA-1 charges

**Comparison As of November, 2000**  
**Annualized Costs to Budget Estimates and Payments**

TABLE IV

ORG CODE	Total Annualized Costs	Benchmarks		Comparisons		
		FY 2001 Revised Estimate (FY 2002 Cong. Rev Dec 14 2000)	Payments Advanced	Annual Projected VS Revised Budget (\$)	Annual Projected VS Revised Budget (%)	Payments VS Annual Projected
AB	210	210	183	0	0%	-27
BCA	235	235	260	0	0%	25
BPA	155	155	0	0	0%	-155
CI	683	683	695	0	0%	12
CN	784	784	605	0	0%	-180
CR	2,765	2,765	2,605	0	0%	-160
DP	5,459	5,459	0	0	0%	-5,459
ED	705	705	755	0	0%	50
EE	5,779	5,779	199	0	0%	-5,580
EH	4,494	4,494	3,414	0	0%	-1,080
EIA	7,174	7,174	7,565	0	0%	391
EM	7,812	7,812	7,781	0	0%	-31
FE	3,218	3,218	3,259	0	0%	40
GC	2,702	2,702	3,012	0	0%	310
HG	1,038	1,038	613	0	0%	-425
IA	930	930	109	0	0%	-821
IG	1,766	1,766	1,769	0	0%	3
IN	1,069	1,069	1,035	0	0%	-34
MA	11,723	11,723	10,675	0	0%	-1,048
NE	1,525	1,525	1,368	0	0%	-157
NN	3,488	3,488	27	0	0%	-3,462
NR	742	742	504	0	0%	-238
OA	420	420	356	0	0%	-64
PA	837	837	881	0	0%	44
PC	154	154	1	0	0%	-153
PO	684	684	57	0	0%	-627
RW	1,394	1,394	1,399	0	0%	5
S	863	863	855	0	0%	-8
SC	3,962	3,962	38	0	0%	-3,924
SO	9,763	9,763	9,937	0	0%	174
WAPA	976	976	13	0	0%	-963
WT	386	386	171	0	0%	-215
NNSA	9,689	9,689	6,370	0	0%	-3,319
Bus. Line	0	0	0	0	0%	0
TOTAL	83,893	83,893	60,135	0	0%	-23,758

Note: 'NNSA= NN, MD, NR and DP  
DP costs includes NA-1 charges

## **November "Notional" Information Technology Billing**

**The following IT enterprise activities are not incorporated into the Working Capital Fund for FY2001 and are not included with WCF charges for the current billing period. All charges presented as "pro forma" are intended as illustrative in nature only, representing the potential impact of cost assessments as they might appear if these charges were to be actually billed during the current fiscal year.**

**For a more detailed description of the various IT enterprise activities covered below, please refer to the individual activity business plans provided in the ECIM / WCF Briefing Document titled, "Briefing Materials on the Proposed IT Improvement Initiative for FY2002" (July, 2000). A copy of the complete document may be obtained by contacting Mike Orosz, CIO Office of Operations, by E-Mail or phone at 3-2957.**

### **Networking Services**

**Headquarters Network Infrastructure Security** - This activity provides services to engineer, operate, monitor, and maintain the countermeasures used to protect the Department's Headquarters network against internal and external risks. Systems and services include the engineering, testing and administration of protective countermeasures (e.g., firewalls, network intrusion detection devices, host intrusion detection devices, virtual private network technology, secure remote access techniques) and monitoring (e.g., vulnerability scanning and telephone line scanning) of the network. Monthly charges are 1/12 of projected annual costs allocated to programs based on the October 20, 2000 inventory of LAN connections.

**IP Address Management** - This activity provides a centralized capability for dynamically assigning IP addresses as Headquarters users log on to their computers. Monthly charges are 1/12 of projected annual costs allocated to programs based on the October 20, 2000 inventory of LAN connections.

**Remote Access** - This activity provides continuous remote access service to the Headquarters Local Area Network. Monthly charges are based on two measures: (1) actual telephone usage costs incurred (local and long distance); and, (2) 1/3 of projected quarterly costs allocated to programs based upon the number of PAL accounts assigned to each HQ Program organization at the beginning of each fiscal quarter. Because there is no usage data available for the current fiscal year, charges are derived from actual usage costs incurred during FY2000.

**E-Mail Infrastructure** - This activity provides E-mail messaging connectivity for Headquarters through a centralized E-mail messaging network; message security protection for virus detection; junk mail nuisance message rejection; and oversized message management. Monthly charges are 1/3 of projected quarterly costs allocated to programs based upon the existing inventory of E-Mail boxes assigned to each HQ Program organization at the beginning of each fiscal quarter.

**Charges are derived from actual infrastructure costs experienced during FY2000, and quarterly E-Mail inventory counts as discussed above.**

**Video Conferencing Infrastructure** - This activity provides Headquarters video transmission infrastructure for intra-facility broadcasts, common-user compressed video conferencing facilities, scheduling, facilitation/system configuration, secured and unsecured videoconferences, common-user video room network/usage, and a Department-wide dedicated secure video network. . Monthly charges are 1/12 of projected annual costs allocated to programs based upon the actual number of occasions for use of the central/common video facilities (scheduled video conferences, etc) experienced during the FY 2000.

**Video Conferencing Dedicated** - This activity provides Headquarters with engineering support for videoconferencing equipment that includes: video network design and implementation; ISDN network maintenance; training; new product evaluation; satellite broadcasts coordination; dial plan maintenance; traffic studies; vendor interface; and installation, maintenance and warranty policies. Monthly charges are 1/12 of projected annual costs allocated to programs based upon the established inventory of ISDN connections assigned to each Program organization at the beginning of the fiscal year.

### **Corporate IT Services**

**Corporate Mainframe** - Funding supports two mainframes that provide corporate services in support of both Headquarters and Field elements. The Management Information System (MIS) processor supports several corporate functions including Budget, Accounting, Payroll, Travel, Procurement, and Property Management, as well as Program-dedicated applications such as DoeInfo, Employee Self Service. The Program Office Support System (AOSS) processor provides web services for many organizations, including the corporate application used for the Online Locator System (DOE's National Telephone Directory), the Departmental Client Server Locator system, and multiple reference and distribution lists. Monthly charges are 1/12 of projected annual costs allocated to programs based on on-board staffing as of October 7, 2000. Costs associated with individual Field sites are displayed with the Lead Program Secretarial Office without distinguishing between NNSA and non-NNSA alignments.

**Web Hosting** - This **new optional** activity provides for the design, engineering, testing, operations, maintenance, monitoring, and system administration for the web hosting platform used to support the internal and external web sites sponsored by Headquarters Program organizations. There is insufficient information to calculate pro forma customer charges for the current billing period.

**Commercial Timesharing** - This activity facilitates automated access for both Headquarters and Field elements to a wide range of publications, professional references, and information retrieval services, through either the World Wide Web or commercial vendor-provided software. . Monthly charges are 1/12 of projected annual costs distributed to programs based on contracted annual vendor fees for the current fiscal year and charged on the basis of actual timesharing service usage of FY 2000. Usage-based costs associated with non-Headquarters site locations are displayed with the primary Field Operations element with which they are affiliated.

**Spectrum Management** - This activity provides Department-wide radio frequency and spectrum management services for communication equipment and spectrum-dependent systems. Monthly charges are 1/12 of projected annual costs allocated to programs based upon the established inventory of radio frequency authorizations assigned to each DOE Site location at the beginning

of the fiscal year. Costs associated with individual site locations are displayed with the primary Field Operations element with which they are affiliated.

### **Telephone Services**

**We have experienced vendor-billing problems that have delayed completion of the** analysis that would support billing for proposed telephone services. We expect to complete the analysis and present bills for the first quarter of FY 2001 in the December bill.

**PRO FORMA BILLING FOR IT INITIATIVES - FY 2000**

	Pro Forma Monthly Charges - Networking Business Line						Pro Forma Monthly Charges - Telephone Business Line				Pro Forma Monthly Charges - Corporate IT Services				
PROGRAM ORG	NET INFRA SECURITY	IP ADDRESS MGMT	REMOTE ACCESS	E-MAIL INFRA.	VIDEO CONF INFRA.	VIDEO CONF. DEDICATED FACILITIES	FTS TELEPHONE	CELLULAR TELEPHONE SERVICES	PAGING SERVICES	SECURE VOICE COMMUN.	CORP. MAINFRAM E SERVICES	WEB HOSTING (No Est avail)	COMMERC'L TIMESHARE	SPECTRUM MGT.	SUBTOTAL Pro Forma Billing
PRICING METHOD	# LAN Connec	# LAN Connec	Usage plus # PAL Accts	# E-Mail boxes	Percentage of Usage	# ISDN Connections	Usage	# Devices / Service Fee			On-Board @ 10/07/00	Service Level per Web Site	Percentage Usage (Prior FY)	Percentage of Freq Assigned	
BCA	6	1	0	0	0	0					89	0	595	0	692
BPA	6	1	0	0	0	0					0	0	0	0	8
CI	246	51	0	426	0	0					659	0	1,618	0	2,999
CN	239	49	75	406	252	0					338	0	0	0	1,360
CR	2,846	586	269	3,133	336	0					3,791	0	2,350	0	13,311
ED	479	99	68	406	42	0					712	0	50	0	1,855
EE	4,786	985	104	6,133	1,681	2,966					9,505	0	1,321	0	27,482
EH	3,887	800	2,705	3,112	546	2,696					5,197	0	0	0	18,944
EIA	26	5	0	7,907	42	0					6,639	0	940	0	15,559
EM	6,034	1,242	68	5,920	1,976	20,760					37,520	0	4,994	0	78,514
FE	2,374	489	0	2,149	126	2,696					16,945	0	3,898	0	28,676
GC	1,572	324	87	1,642	210	0					2,812	0	25,175	0	31,822
HG	414	85	0	507	0	0					694	0	1,032	0	2,732
IA	808	166	85	750	105	0					1,104	0	736	0	3,754
IG	1,513	312	68	1,217	210	0					4,877	0	1,289	0	9,486
IN	0	0	309	710	63	0					730	0	0	0	1,812
MA	8,815	1,815	410	5,576	4,014	0					8,739	0	22,178	0	51,548
NE	1,500	309	0	1,389	441	2,157					1,922	0	0	0	7,719
NNSA	7,082	1,458	1,683	8,242	23,077	4,044					40,564	0	85	0	86,234
DP	5,070	1,044	1,400	4,917	18,811	2,426					34,405	0	0	0	68,073
ADMIN	162	33	71	487	273	0					107	0	0	0	1,133
NN	1,850	381	212	2,839	3,993	1,618					2,777	0	85	0	13,753
NR	0	0	0	0	0	0					3,275	0	0	0	3,275
OA	297	61	1,978	426	588	0					748	0	0	0	4,098
PA	272	56	85	335	84	0					570	0	3,636	0	5,037
PC	123	25	70	71	147	0					89	0	0	0	525
PO	453	93	201	456	105	0					783	0	130	0	2,221
RW	1,843	379	382	2,534	63	1,887					2,972	0	4,576	0	14,638
S	369	76	0	507	0	0					534	0	0	0	1,485
SEAB	110	23	74	41	0	0					125	0	0	0	372
SC	4,669	961	3,992	4,724	2,879	1,078					26,805	0	0	0	45,110
SO	5,594	1,152	1,605	8,566	2,732	2,966					5,713	0	10,679	822	39,830
PMAs	6	1	0	0	0	0					26,787	0	0	0	26,795
WT	297	61	68	253	0	0					374	0	170	0	1,224
SUBTOT HQ	\$56,667	\$11,667	\$14,385	\$67,538	\$39,723	\$41,250	\$0	\$0	\$0	\$0	\$208,336	\$0	\$85,453	\$822	\$525,841



**PRO FORMA BILLING FOR IT INITIATIVES - FY 2000**

	Pro Forma Monthly Charges - Networking Business Line						Pro Forma Monthly Charges - Telephone Business Line				Pro Forma Monthly Charges - Corporate IT Services				
PROGRAM ORG	NET INFRA SECURITY	IP ADDRESS MGMT	REMOTE ACCESS	E-MAIL INFRA.	VIDEO CONF INFRA.	VIDEO CONF. DEDICATED FACILITIES	FTS TELEPHONE	CELLULAR TELEPHONE SERVICES	PAGING SERVICES	SECURE VOICE COMMUN.	CORP. MAINFRAM E SERVICES	WEB HOSTING (No Est avail)	COMMERC'L TIMESHARE	SPECTRUM MGMT.	SUBTOTAL Pro Forma Billing
PRICING METHOD	# LAN Connec	# LAN Connec	Usage plus # PAL Accts	# E-Mail boxes	Percentage of Usage	# ISDN Connections	Usage	# Devices / Service Fee			On-Board @ 10/07/00	Service Level per Web Site	Percentage Usage (Prior FY)	Percentage of Freq Assigned	
AL (OPS)													18,703	0	18,703
AL (NNSA)													0	15,927	15,927
BPA													11,667	11,941	23,608
CH (OPS)													5,869	3,088	8,957
CH (NNSA)													0	0	0
FERC													99	0	99
FETC & Albny													10,057	0	10,057
GO													0	0	0
ID													21,235	1,972	23,207
NPR & Tulsa													0	0	0
NV (OPS)													5,433	0	5,433
NV (NNSA)													0	8,568	8,568
OH													5,536	537	6,073
OR (OPS&STI)													3,476	2,710	6,187
OR (NNSA)													0	0	0
PNR (NNSA)													0	394	394
RF													5,092	999	6,090
RL													5,102	2,140	7,242
SEPA													85	0	85
SF (OPS)													19,815	4,254	24,070
SF (NNSA)													0	0	0
SPR													2,760	957	3,716
SR (OPS)													10,845	2,669	13,513
SR (NNSA)													0	0	0
SNR (NNSA)													877	545	1,423
SWPA													2,335	2,350	4,685
WAPA													6,064	17,589	23,652
TOTAL DOE	\$56,667	\$11,667	\$14,385	\$67,538	\$39,723	\$41,250	\$0	\$0	\$0	\$0	\$208,336	\$0	\$220,503	\$77,462	\$737,531

**PRO FORMA BILLING FOR IT INITIATIVES - FY 2000**

	Pro Forma Annual Charges - Networking Business Line						Pro Forma Annual Charges - Telephone Business Line				Pro Forma Annual Charges - Corporate IT Services				
PROGRAM ORG	NET INFRA SECURITY	IP ADDRESS MGMT	REMOTE ACCESS	E-MAIL INFRA.	VIDEO CONF INFRA.	VIDEO CONF. DEDICATED FACILITIES	FTS TELEPHONE	CELLULAR TELEPHONE SERVICES	PAGING SERVICES	SECURE VOICE COMMUN.	CORP. MAINFRAM E SERVICES	WEB HOSTING (No Est avail)	COMMERC'L TIMESHARE	SPECTRUM MGT.	SUBTOTAL Pro Forma Billing
PRICING METHOD	# LAN Connec	# LAN Connec	Usage plus # PAL Accts	# E-Mail boxes	Percentage of Usage	# ISDN Connections	Usage	# Devices / Service Fee			On-Board @ 10/07/00	Service Level per Web Site	Percentage Usage (Prior FY)	Percentage of Freq Assigned	
BCA	78	16	0	0	0	0					1,068	0	7,143	0	8,305
BPA	78	16	0	0	0	0					0	0		0	94
CI	2,949	607	0	5,109	0	0					7,903	0	19,414	0	35,982
CN	2,871	591	901	4,866	3,027	0					4,058	0		0	16,315
CR	34,147	7,030	3,233	37,591	4,035	0					45,494	0	28,203	0	159,734
ED	5,743	1,182	816	4,866	504	0					8,543	0	600	0	22,255
EE	57,430	11,824	1,250	73,600	20,177	35,588					114,055	0	15,855	0	329,780
EH	46,642	9,603	32,455	37,348	6,557	32,353					62,367	0		0	227,326
EIA	310	64	0	94,890	504	0					79,668	0	11,277	0	186,713
EM	72,408	14,908	816	71,046	23,708	249,118					450,241	0	59,923	0	942,167
FE	28,482	5,864	0	25,791	1,513	32,353					203,335	0	46,778	0	344,116
GC	18,859	3,883	1,046	19,708	2,522	0					33,747	0	302,102	0	381,866
HG	4,967	1,023	0	6,083	0	0					8,330	0	12,382	0	32,784
IA	9,701	1,997	1,016	9,002	1,261	0					13,242	0	8,829	0	45,049
IG	18,160	3,739	816	14,598	2,522	0					58,523	0	15,473	0	113,831
IN	0	0	3,710	8,516	757	0					8,757	0		0	21,739
MA	105,780	21,778	4,922	66,909	48,172	0					104,871	0	266,140	0	618,573
NE	18,005	3,707	0	16,667	5,296	25,882					23,067	0		0	92,625
NNSA	84,981	17,496	20,190	98,904	276,927	48,529					486,765	0	1,020	0	1,034,812
DP	60,845	12,527	16,796	59,002	225,728	29,118					412,864	0		0	816,879
ADMIN	1,940	399	856	5,839	3,279	0					1,282	0		0	13,595
NN	22,196	4,570	2,538	34,063	47,920	19,412					33,320	0	1,020	0	165,038
NR	0	0	0	0	0	0					39,300	0		0	39,300
OA	3,570	735	23,734	5,109	7,062	0					8,971	0		0	49,181
PA	3,260	671	1,014	4,015	1,009	0					6,835	0	43,636	0	60,439
PC	1,475	304	836	852	1,765	0					1,068	0		0	6,299
PO	5,433	1,118	2,411	5,474	1,261	0					9,398	0	1,558	0	26,653
RW	22,118	4,554	4,581	30,413	757	22,647					35,669	0	54,917	0	175,656
S	4,424	911	0	6,083	0	0					6,408	0		0	17,825
SEAB	1,319	272	891	487	0	0					1,495	0		0	4,464
SC	56,033	11,536	47,904	56,691	34,553	12,941					321,662	0		0	541,320
SO	67,131	13,821	19,260	102,797	32,787	35,588					68,561	0	128,146	9,868	477,961
PMAs	78	16	0	0	0	0					321,448	0		0	321,542
WT	3,570	735	816	3,041	0	0					4,485	0	2,040	0	14,688
SUBTOT HQ	\$680,000	\$140,000	\$172,618	\$810,456	\$476,678	\$495,000	\$0	\$0	\$0	\$0	\$2,500,036	\$0	\$1,025,436	\$9,868	\$6,310,092

**PRO FORMA BILLING FOR IT INITIATIVES - FY 2000**

	Pro Forma Annual Charges - Networking Business Line						Pro Forma Annual Charges - Telephone Business Line				Pro Forma Annual Charges - Corporate IT Services				
PROGRAM ORG	NET INFRA SECURITY	IP ADDRESS MGMT	REMOTE ACCESS	E-MAIL INFRA.	VIDEO CONF INFRA.	VIDEO CONF. DEDICATED FACILITIES	FTS TELEPHONE	CELLULAR TELEPHONE SERVICES	PAGING SERVICES	SECURE VOICE COMMUN.	CORP. MAINFRAM E SERVICES	WEB HOSTING (No Est avail)	COMMERC'L TIMESHARE	SPECTRUM MGT.	SUBTOTAL Pro Forma Billing
PRICING METHOD	# LAN Connec	# LAN Connec	Usage plus # PAL Accts	# E-Mail boxes	Percentage of Usage	# ISDN Connections	Usage	# Devices / Service Fee			On-Board @ 10/07/00	Service Level per Web Site	Percentage Usage (Prior FY)	Percentage of Freq Assigned	
AL (OPS)													224,440	0	224,440
AL (NNSA)														191,125	191,125
BPA													140,005	143,294	283,299
CH (OPS)													70,433	37,057	107,490
CH (NNSA)													0	0	0
FERC													1,187	0	1,187
FETC & Albny													120,680	0	120,680
GO													0	0	0
ID													254,816	23,664	278,480
NPR & Tulsa													0	0	0
NV (OPS)													65,195	0	65,195
NV (NNSA)														102,813	102,813
OH													66,433	6,445	72,878
OR (OPS&STI)													41,716	32,526	74,242
OR (NNSA)													0	0	0
PNR (NNSA)														4,733	4,733
RF													61,098	11,983	73,081
RL													61,228	25,678	86,906
SEPA													1,020	0	1,020
SF (OPS)													237,783	51,054	288,837
SF (NNSA)													0	0	0
SPR													33,116	11,480	44,596
SR (OPS)													130,139	32,022	162,161
SR (NNSA)													0	0	0
SNR (NNSA)													10,527	6,545	17,072
SWPA													28,023	28,195	56,218
WAPA													72,765	211,063	283,828
<b>TOTAL DOE</b>	<b>\$680,000</b>	<b>\$140,000</b>	<b>\$172,618</b>	<b>\$810,456</b>	<b>\$476,678</b>	<b>\$495,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500,036</b>	<b>\$0</b>	<b>\$2,646,040</b>	<b>\$929,545</b>	<b>\$8,850,373</b>